

FCDHCD VOUCHER UNIT APPROVAL & LEASE-UP PROCESS:

HCV = Housing Choice Voucher / HAP = Housing Assistance Payments / HQS = Housing Quality Standards

- 1. Landlord & Tenant decide to move forward with rental of unit.**
- 2. Landlord /Tenant must submit fully completed and signed "Landlord Package" documents (given to client from FCDHCD)–** must be original signed documents, no FAXs –
Documents to be submitted include:
 - Request for Tenancy Approval (RFTA)
 - Lead Paint Certification
 - Verification of Property Ownership
 - W9 IRS Tax Form
 - HAP Tenancy Addendum (** can be submitted with lease*)
- 3. FCDHCD determines financial suitability of the rental unit** to the tenant based on tenant financial information, voucher requirements, and contract rent market comparisons.
(*Reminder: Voucher Subsidy Payment Standards are set to be a combination of an allowance for utility expenses and monthly contract rent.*)
- 4. If unit is approved financially, FCDHCD requests the unit HQS inspection.**
The Inspector coordinates schedule with landlord and inspects the unit.
- 5. If unit passes initial inspection:**
Move on to Step 7: tenant may take occupancy on schedule specified by Housing.
- 6. If unit does not pass initial inspection:**
Repairs must be made and unit re-inspected before any more action.
- 7. Once unit passes inspection, Landlord & Tenant may execute their Lease:**
 - Lease must be in compliance with all State Laws,
 - Lease must state that it applies to a Section 8/HCV Program Tenancy and
 - Include the Program HAP Tenancy Addendum
 - **The "Effective Date of Lease" is the date the Tenant is to take occupancy**
 - Tenant to be given executed copy of documents
- 8. Landlord/Tenant provides FCDHCD with executed Lease and *Tenancy Addendum**
- 9. Housing prepares HAP Contract** for landlord signature, sends to landlord (*email is best*)
- 10. Landlord signs HAP Contract and returns it to FCDHCD.**
- 11. Housing processes Payment:** Payment cannot be released without a properly completed original W-9, a copy of the signed lease, and an executed HAP Contract.

Important Payment Information:

- **There will be a lag time between tenant occupancy and first payment to the landlord** due to the HAP Contract requirements and the County payment systems; this delay could be about a month. Quick & complete action by the landlord can help shorten this time.
- After initial payment, **regular monthly payments are sent on or about the first of the month.**
- The County's payment is considered made on the date it is mailed.
- **There is a Direct Deposit Payment Option:** however, no payment breakdown for multiple tenants is given with Direct Deposit.